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IHC-D-130/7
4 April 1972

UNITED STATES INTELLIGENCE BOARD
INTELLIGENCE INFORMATION HANDLING COMMITTEE

MEMORANDUM FOR: Distribution List (Attachment 1)

SUBJECT : Annual Report on Intelligence Information Handling

- REFERENCES :
- a. DCI Memorandum to the President, 22 October 1968, Subject: National Security Action Memorandum 368 (Intelligence Information Handling System) (USIB-D-71.1/3)
 - b. IHC-MM-263, Subject: Annual Report and Inventory, 21 September 1971
 - c. IHC-MM-289, Subject: IHC Mid-Year Report, 26 January 1972
 - d. USIB objectives for Intelligence Information Handling; DCID 1/4, Intelligence Information Handling Committee, USIB-D-71.2/1, 4 April 1968

1. In accordance with reference a., the Intelligence Information Handling Committee (IHC) is required to prepare an Annual Report for the purpose of keeping the USIB and the President's Foreign Intelligence Advisory Board (PFIAB) informed on community information handling activities. Guidance has been prepared to assist in the preparation of this report (Attachment 2). Additional assistance on this guidance can be obtained by contacting the IHC Support Staff

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GROUP 1
Excluded from automatic
downgrading and
declassification

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2. The structure of the Annual Report is designed to correspond with Attachment A of USIB-D-71.1/3 and IHC-MM-263 (references a. and b.). Previous Annual Reports were structured to correspond with USIB's objectives on intelligence information handling (reference d.).

3. It is requested that your contributions to the IHC Annual Report for FY-72 be provided on or before 7 July 1972. Input submission dates for Annexes A and B are provided in the attached guidance.

FOR THE CHAIRMAN:

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Attachment 2
IHC-D-130/7

GENERAL GUIDANCE

a. Copies and Due Date. Four copies of contributions to the Annual Report (AR-5), fiscal year 1972 (FY-72) should be sent to the Executive Secretary, IHC, Room 4E24, CIA Headquarters on or before 7 July 1972.

b. Classification. The Annual Report and Annex A, Inventory of Community Information Handling Systems, will be classified SECRET. Annex B, Education and Training Report, will be classified CONFIDENTIAL. Codeword, Top Secret, Crypto, RD, or other specially controlled material will be put in a separate annex to AR-5.

c. Form. Contributions should be typed (double-spaced) so that each chapter starts a new page (8 x 10 1/2 paper preferred). A report control symbol will be included on contributions from the military services and DIA. (RCS: DIA-OA-U1)

d. Contractors. Where security and rules of disclosure permit, the name of the contractor involved in an activity should be provided.

e. Format. In December 1971, the IHC members agreed that future Annual Reports should be drastically shortened and formatted to reflect the six subplans outlined in Attachment A

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of USIB-D-71.1/3; Subject: National Security Action Memorandum 368 (Intelligence Information Handling System) 22 October 1968. The six subplans or chapters are: (1) Role of Management in the CIHS; (2) Requirements for Change in the CIHS; (3) Inventory, Selection, Development, and Integration; (4) Standardization in the CIHS; (5) Orientation, Training, and Documentation for Operators and Users of CIHS; and (6) Development of Experimental/Trial Information Handling Services. It was further agreed that the Inventory of Community Information Handling Systems, which has been treated separately in the past, would be made Annex A to future Annual Reports, beginning with AR-5.

f. Rationale for Change. The main objectives of the above changes are to provide the intelligence community a streamlined Annual Report of significant CIHS events. An overview of information handling systems being used or developed in the community with its emphasis on technical developments will be separately disseminated as Annex A. The substantive chapters of the report will be devoted to highlights within the six subplan areas identified in the Preliminary Plan. Such highlights should provide information judged by the contributors to be of exceptional interest to other members of the intelligence community. Guidance for contributions to the various chapters

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of AR-5 and Annexes A,B, and C are provided below. All contributing organizations (See Distribution List) are encouraged to report items for all chapters--where appropriate.

g. Constraints. The DCI indicated in his memorandum to the President on October 22, 1968, that he would inform the President on progress made on "costing and scheduling" the CIHS. Therefore, it is important that reporting agencies identify resource limitations and technical problems, as well as accomplishments, in order to provide an objective report on progress. Resource limitations include such things as budgetary limitations, shortage of skilled manpower, inadequacies of extant software and equipment, and lack of community standards.

h. Previous Reports. Information reported in previous reports should be kept at a minimum. For example, in reporting systems or activities described in detail in previous annual reports a one sentence summary for background purposes would suffice.

Chapter I. General
Contributors

- a. The IHC Support Staff will write this chapter.

Discussion

- b. This chapter will serve as an introduction to the report. It will include authorization, a brief description of the contents, etc. A list of the principals and official observers will be included as well as membership or organization changes affecting the IHC. A list of Committee reports published during FY-72 will be included as Annex C.

Chapter II. Highlights of Reporting Period

Contributors

a. All IHC member organizations are responsible for selecting and preparing the narrative for items to be included in this chapter.

Discussion

b. This chapter of the report should contain significant news-in-brief (three or four sentences) information on topics judged by the contributors to be of exceptional interest. Items might be first time or last time events, technological advances, or announcements of significant community information handling activity. The details on items selected should be included in the appropriate chapters of the report or Annex A and referenced in this chapter.

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Chapter III. Communications

Contributors

a. All IHC member organizations are invited to contribute to this chapter.

Discussion

b. This chapter should include reports of progress or problems concerning communications systems, networks or studies directed toward improving CIHS services, begun or still active in FY-72. They should be of a community nature or have such application, e.g. [REDACTED] [REDACTED]

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[REDACTED] Also, discuss such activities being considered for the future.

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Chapter IV. Management of, and Requirements for, the
Community Information Handling System

Contributors

a. All IHC member organizations are invited to contribute to this chapter.

Discussion

b. This chapter should cover briefly the requirements which have been satisfied or are being considered for improving information handling in the community. A short account of management decisions which resulted in improved CIHS services should be given; problems identified and any solutions for them should be stated. Programs and procedures developed to support the DCI's community information handling systems should be discussed. Improvements in the flow of management information and the devices and methods for making such information available in the community should be described. These may include product-availability listings, catalogs of files and computational capabilities, directories and indexes for on-line data banks and the like, as well as management information devices *per se*. It should be borne in mind by each contributor that a management tool developed for his own use may have general applicability; in such a case it should be made known to the rest of the community.

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Chapter V. Inventory, Selection, Development, and Integration Contributors

- a. The IHC Support Staff will write this chapter.

Discussion

- b. This chapter will contain a progress report on this Subplan of the Preliminary Plan. For example, the progress in the proposal to adopt [] as the first element of a Community Information Handling System will be discussed. Guidance on submitting system descriptions for systems in the Inventory is provided under Annex A.

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Chapter VI. Standardization in the CIHS

Contributors

a. All the IHC member organizations are invited to contribute to this chapter.

Discussion

b. This chapter should identify standards that were developed or are being considered during the reporting period. It will cover, in brief, the significant activities of the Standards Panel and the Content Control Code Working Group. The results of tests such as those associated with the Content Control Code and Traffic Analysis by Geography and Subject (TAGS) will be summarized.

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Chapter VII. Orientation, Training, and Documentation for Operators and Users of CIHS

Contributors

a. All the IHC member organizations are invited to contribute to Annex B.

Discussion

b. This chapter is simply a reference to Annex B which comprises the report on education, training and related activities in information science for the fiscal year.

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Chapter VIII. Development of Experimental/Trial Information
Handling Services and Research & Development

Contributors

a. All IHC member organizations are invited to contribute to this chapter.

Discussion

b. This chapter should include reports of progress or problems concerning experiments or R&D activities or programs, in-house or contractual, directed toward improving information handling, begun or still active in FY-72. They should be of a community nature or have possible community application, e.g., COINS Experiment, Indications and Warning Information Network (IWIN), etc. Discuss such activities being considered for the future. Also, identify and enlarge on any information handling area(s) where R&D application may possibly benefit the Community.

Annex A. Inventory of Community Information Handling Systems Contributors

a. All the IHC member organizations are invited to contribute to this Annex.

Discussion

b. The Inventory must grow in order that the Annual Report may be drastically shortened, i.e., the technical detail that provided so much bulk in previous reporting must be moved to this Annex. Therefore, it is most important that every consideration be given to nominating additional systems for the Inventory. Previous instructions and emphasis have been on reporting information systems which have, or may have, community-wide application. This is still a main objective. However, reporting of other systems including those peculiar to a particular agency could also benefit the community. Knowledge of the existence and details of such systems could benefit an agency considering the development of a similar system.

c. In addition all systems now in the Inventory are to be reviewed and updated, as appropriate. Two copies of current system descriptions are enclosed (Tab A) for your convenience in updating these systems; minor changes should be merely

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penciled in on one of the copies for the IHC/SS. Complete rewrites should be provided only in those cases where major or numerous changes have occurred.

d. To assist you in selecting additional systems for the Inventory, a list of systems reported in past Annual Reports, but which are not currently in the Inventory, is provided as Tab B.

e. The previous practice of conducting formal interviews for systems nominated for the Inventory must be temporarily discontinued in order to update and augment the Inventory early in FY-73. The attached blank forms (Tab C) should be used to add new Inventory items; such additions should reflect "new entry" in the upper right hand corner of the page. Further contact with sponsors of new Inventory entries will only be made if additional details are required or uncertainties exist. New systems for the Inventory are requested by CoB 1 May 1972; revisions to those already in the Inventory by CoB 7 July 1972.

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Annex B. Education and Training Report

Contributors

a. All IHC member organizations are invited to contribute to this Annex.

Discussion

b. This Annex will contain detailed statistical and narrative information science education and training highlights for FY-72 which may be of general interest to readers of the IHC Annual Report.

c. An IHC memorandum entitled "Information Science Training Report, RCS: DIA-OA-T2" calling for input reports for the Education and Training Annex to AR-5 will be disseminated in June 1972. This memorandum will give guidance for detailed reporting of narrative and statistical data to be published in this Annex.

d. Submissions for Annex B are due in the IHC Support Staff on or before 20 August 1972.

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Annex C. List of IHC Documents Issued During FY-72

Contributors

- a. The IHC Support Staff will prepare this Annex.

Discussion

- b. Self-explanatory.

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Tab C
Attachment 2
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SYSTEM DESCRIPTION FORM

- A. SYSTEM TITLE AND ACRONYM --
- B. SPONSORING ORGANIZATION --
- C. PROJECT CONTACT OFFICER --
- D. TYPE OF SYSTEM --
- E. STATUS --
- F. SYSTEM FUNCTIONS --

(OVER)

G. USERS --

H. HARDWARE --

I. SOFTWARE --

J. MODE OF OPERATION --

K. FILE SECURITY CLASSIFICATION --

L. SYSTEM DESCRIPTION SECURITY CLASSIFICATION --